

SUPERFUND DOCUMENT CODING SHEET

Instructions: Complete all fields and check all applicable boxes (if more than one item applies). Print or write legibly. Please sign name, not initials, for signature line(s).

1 Site Name	Anaconda Aluminum Co.		2 SSID#	A882
3 Operable Unit(s)	00	Operable Unit Name(s)	Sitewide	

4 Phase Activity	Check one or more below	Check one or more below	Check one or more below
	Site Assessment	Removal	Remedial
	<input type="checkbox"/> Screening	<input type="checkbox"/> ER/Time Critical	<input type="checkbox"/> Design/Action
	<input type="checkbox"/> PA	<input type="checkbox"/> ER/Non-Time Critical	<input type="checkbox"/> Studies/Remedy
	<input type="checkbox"/> SI	<input type="checkbox"/> Site Evaluation	<input type="checkbox"/> Selection
	<input type="checkbox"/> ESI		
	<input type="checkbox"/> Decision Document		
	<input type="checkbox"/> Other (i.e. contact info., media records, interviews)		
		<u>CFAC 1st supplemental 104e response</u>	
	HRS (Check one or more below)		Post Construction
	<input type="checkbox"/> Proposed Package		<input type="checkbox"/> Post Work Cost Recovery
	<input type="checkbox"/> Documentation	<input type="checkbox"/> Category (1-7)	<input type="checkbox"/> Brownfields
	<input type="checkbox"/> Other (describe)		

5 Access Code(s)	<input type="checkbox"/> Public (Releasable)	
	<input type="checkbox"/> Privileged (Not Releasable) (Check type below)	
	<input type="checkbox"/> Attorney Work Product	<input type="checkbox"/> Deliberative Process
	<input type="checkbox"/> Attorney-Client Communication	<input type="checkbox"/> OGC OK
	<input type="checkbox"/> CBI Claimed	<input type="checkbox"/> Enforcement Confidential
	<input type="checkbox"/> CBI Determined	<input type="checkbox"/> Privacy

6 Special Instructions or Notes	This coding sheet is for the
	Columbia Falls Aluminum Company's first supplemental 104e response.

7 Collection Name:	<input type="checkbox"/> AR	<input type="checkbox"/> Work Performed	<input type="checkbox"/> FOIA	<input type="checkbox"/> Cost Recovery
	<input type="checkbox"/> Discovery	<input type="checkbox"/> Special or		
		<input type="checkbox"/> Other (Describe):		
1		6		
2		7		
3		8		
4		9		
5		10		

8 SIGNATURE(S)	
Submitter's Signature	Scott Wilder
Date	2/18/15
Attorney's Signature	
Date:	

INSTRUCTIONS FOR SDMS CODING SHEET PRINTING, SAVING, AND CREATING A TEMPLATE

How to Use the Coding Form

After saving the file to your hard drive or network drive, go to where you saved the file and open the form. The form can be used in the following ways:

- (1) you can print the form and handwrite all information onto the form;
- (2) you can type right onto the PDF form then print it; or
- (3) you can create a template by typing onto the form only the information that won't change and save it using the Cute PDF Writer as described below.

Printing a Blank Form and Handwriting onto the Form

If you choose to handwrite information onto a blank form:

- (1) print the blank form
- (2) handwrite on the form, date and sign the form
- (3) give the completed form to your attorney with the documents for review and their signature or initials

Filling Out the Form On Your Computer

This PDF Coding form can be filled out by you on your computer. Follow the directions below.

- (1) Begin filling in the form by placing your cursor on the first line (SITE NAME).
- (2) Type in the site name and then from this point use the **TAB KEY** to proceed from line to line or you may use your mouse and place the cursor on the desired line.
- (3) Wherever there are check boxes, place your cursor on the appropriate box, click on the left mouse button, and an automatic check mark is inserted. You will notice that a "hand" replaces the cursor whenever there is a check box.
- (4) Special Notes and the Names of Collections can be typed in and you can progress to the next line by using the **TAB KEY**.
- (5) **Type in your name and the attorney's name. When you print the form you can initial next to your name.**
- (6) To **Print** the document, print as you would do normally for a PDF image.
- (7) Because this is a protected PDF form, you cannot save the file as you would a normal file. Follow the CutePDF instructions below to save a completed form.

Making a Template for Later Use

A template can be a time-saving device. To create a template, fill out the form with only the information that will NOT change.

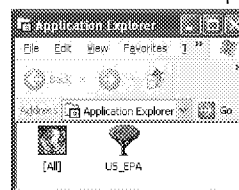
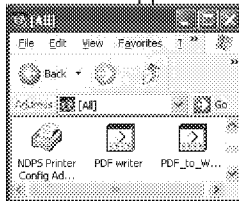
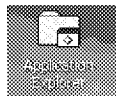
Follow the directions above. Then save the template using the CutePDF Writer. Follow the directions below.

Saving a Completed Coding Form or Template Using CutePDF Writer

To **SAVE** the completed form for your records, follow this process:

- (1) Open the form and go to **File/Print** and check to see if you have "CutePDF Writer" in your list of printers.
- (2) If you cannot find the Cute PDF Writer in your list of printers, complete the following steps:

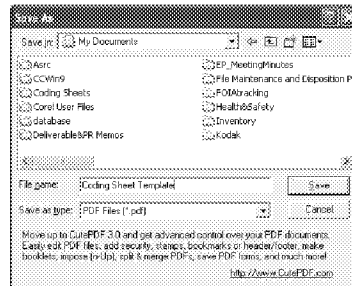
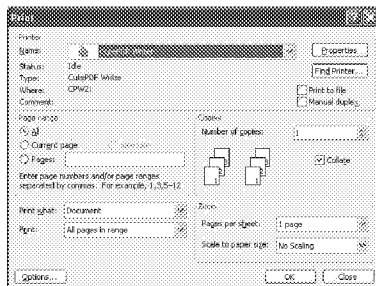
- Go to your desktop icon marked "Application Explorer" and double click on it to open the file.



- Click on the icon marked "All" then open the folder labeled "PDF Writer"
- You will get a message that it is distributing the application. Then you will get a message to restart your computer. Click "Yes" to restart so the PDF writer is added to your printer list.

- (3) If you see that you have the CutePDF Writer in your list of printers, you can follow the directions below.

- Click on **FILE, PRINT**
- **Select the Printer -- CUTE PDF WRITER**



- Click **OK**. There is a slight delay as if printing, **BUT** then a **SAVE AS SCREEN** appears
- Select the drive and file you want to save the completed form in and then type in a **File name** and click **SAVE**.